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## 215.10

### Certification Process

#### Overview

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##### Introduction

Certification is the process of applying criteria to assess and document each applicant's eligibility for the program. This includes assessment of categorical eligibility, residency, income and nutritional risks.

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##### Tasks for certification

During a certification appointment, agency personnel must complete many tasks. Some of these tasks are required for determining eligibility for program services, and the findings must be documented in the participant's electronic record. Federal regulations or state agency policies require other tasks. This policy provides an overview of the certification process and references to relevant policies for specific tasks.

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##### In this policy

This policy contains the following topics.

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## Required Clinic Tasks for Eligibility Determination

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**Introduction** Required clinic tasks for eligibility determination relate to documentation of identity, address, income, physical presence, and nutritional risk.

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**Tasks related to eligibility determination** The table below lists the information that must be documented to determine an applicant's eligibility status and policy references for each task.

Task	See Policy
Personal identification	220.10
Physical presence	215.15
Address (residency)	215.50
Income assessment	215.40
Height/length and weight	215.74
Blood tests	215.72
Nutrition Interview	215.70

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## WIC Program Explanation for Participants

<b>Introduction</b>	This section of the policy describes the information that local agency staff must provide to each program participant.
<b>Topics to be addressed</b>	<p>The following information must be provided:</p> <ul style="list-style-type: none"> <li>• The purpose of the WIC Program is to provide nutritional support (education and strategies for a healthy diet, supplemental foods, referrals and breastfeeding promotion and support) during critical times of growth and development to improve health and achieve positive health outcomes.</li> <li>• The nutrition assessment process is necessary to identify nutrition needs (e.g., medical conditions, dietary practices) and interests so WIC can provide benefits that are responsive to the participant's wants and needs.</li> <li>• The relationship between WIC staff and the participant is a partnership — with open dialogue and two-way communication — working to achieve positive health outcomes.</li> <li>• WIC food benefits are prescribed for the individual, to promote and support the nutritional well-being of the participant and to help meet the recommended intake of important nutrients or foods.</li> <li>• The food provided by the Program is supplemental, i.e., it is not intended to provide all of the participant's daily food requirements.</li> <li>• Each participant must reapply at the end of the certification period and be reassessed for Program eligibility.</li> <li>• The nature of the WIC priority system and the priority designation for the individual, if the local agency is not serving all priorities.</li> <li>• Participant violations and sanctions as outlined in policy 225.80.</li> </ul>
<b>Use messages in other materials</b>	WIC contractors are encouraged to include these messages in new participant education materials and/or participant newsletters. These messages may be presented in simpler language to enhance comprehension.
<b>Policy reference</b>	MPSF: WC-08-05-P: WIC Program Explanation for Participants

## Other Clinic Tasks

### Introduction

Other clinic tasks may be required for any of the following reasons:

- Improving access to health and other services,
- Increasing access to health education information, and
- Providing consistent information about program benefits and operations to all program participants.

### Other required tasks

During a certification appointment, agency personnel must complete a variety of tasks that are not directly related to determining eligibility. The clinic review checklists in Policy 370.30 list these tasks by position. The table below lists these tasks and policy references.

Task	See Policy
Offer opportunity to apply for other programs on-site or otherwise using the <i>hawk-i</i> and/or Health Services Application	245.10
Offer opportunity to register to vote	245.90
Assess immunization status	245.30
Provide information about dangers of substance use and abuse to pregnant women	245.65
Promote and discuss breastfeeding with pregnant applicants	240.50
Assess history of lead testing	245.70
Design food package	235.10
Provide nutrition education	240.50
Schedule second nutrition education contact	240.30
Develop nutrition care plan for high-risk participants and others upon request	215.83
Issue eWIC card	220.10
Issue food benefits and explain how to use the eWIC card	225.50
Provide a list of approved vendors in the area	225.50
Explain the food benefits pickup procedures including:	
• Use of proxy,	225.70
• Missed food benefits pickup, and	225.75
• Clinic cancellations	300.45
Review Your Rights and Responsibilities as a WIC Participant	215.95
Complete new participant education with video, flip chart or poster with guided discussion	215.85

### Responsible personnel

Personnel with specific qualifications and/or credentials must complete some of these required tasks. See Policy 310.08 for more information about who must complete certain tasks.